

# IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

## HUMAN RESOURCES ENTERPRISE

### CREDIT UNION EXAMINER SUPERVISOR

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#### DEFINITION

Performs advanced technical analysis of credit union examination reports and supervises a district examination staff; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

#### WORK EXAMPLES

Supervises and evaluates the work of a subordinate professional staff; effectively recommends personnel actions related to selection, performance, leaves of absence, grievances, work schedules and assignments, disciplinary procedures, and administers personnel and related policies and procedures.

Reviews and provides a written analysis of subordinate examiners reports.

Serves as examiner in charge on statutory examinations by applying auditing and accounting techniques and current examination procedures to review the three basic credit union operations within division standards (management, accounting and lending).

Maintains contacts with credit unions' board of directors to discuss examination findings and consider corrective measures, if necessary.

Prepares a written summary of regulatory findings which accurately and fully depicts the condition and affairs of the credit union being examined.

#### COMPETENCIES REQUIRED

Knowledge of the principles and practices of accounting and auditing.

Knowledge of credit union principles and practices.

Knowledge of the laws, rules and regulations which govern the credit union industry.

Knowledge of the principles of business law.

Knowledge of the principles of business, personal and agricultural finance.

Ability to plan, organize, control and effectively supervise the work of lower level examiners.

Ability to read, comprehend and apply appropriate credit union laws and regulations.

Ability to analyze and interpret credit union accounting and financial data.

Ability to develop and reach conclusions and recommend an effective course of action, both orally and in writing.

Ability to type, not requiring the touch system, where accuracy rather than speed is important.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited four year college or university with a minimum of twelve semester hours (or its equivalent) in accounting, money and banking, business administration, finance or economics and experience equal to six years of full time work in the examination of credit union records and financial reports for accountability to applicable laws and regulations;

OR

an equivalent combination of education and experience substituting one year of work experience in preparing and maintaining or in auditing the financial and business records or as a loan officer for a bank, trust company, loan institution, credit union, governmental regulatory agency, or accounting firm for each year (thirty semester hours or its equivalent) of the required college or university course work;

OR

an equivalent combination of education and experience substituting, on a year by year basis, satisfactory completion of a post high school curriculum in accounting, money and banking, business administration, finance or economics at a recognized business or area school, junior college or college for each year of experience;

OR

employees with current continuous experience in the state executive branch that includes experience equal to twenty-four months of full-time work as a Senior Credit Union Examiner.

#### **NOTE:**

Travel may be required for positions in this class. The employee must arrange transportation to and from assigned work areas.

#### **NOTE:**

Positions in this class are exempt for the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Credit Union Division of the Iowa Department of Commerce.

Effective Date: 9/99 BW